



OVER THE COUNTER (OTC) EXPRESS PLAN REVIEW

No OTC Express Plan Reviews will be accepted after 3 PM. Plans will not be accepted for Next-Day OTC Express Plan Review.

It will not be acceptable to drop a project off and return at a later time. The customer is to remain in the building during the review of the project to answer any necessary questions.

The cost is \$200 per hour with a one-hour minimum. Any thing over one hour is charged in 15-minute increments. These fees are ***in addition*** to any other permit or plan review fees.

With the approval of the Supervisor of Plans Examination, revisions to previously issued projects may be handled through the OTC Express Plan Review program.

The following types of projects ***will not be accepted*** by the Building Department for OTC Express Plan Review:

- “H”, “I”, or “A” occupancies

The following type of projects ***will not be accepted*** by Planning for OTC Express Plan Review:

- Restaurant and fast food establishments that are expanding or moving into a location
- Beauty salon, barber shops and/or nail salons unless a complete parking analysis is included with the submittal
- Residential conversions to professional and/or commercial uses
- Multi-family, convalescent, nursing home, and similar facilities which increase the number of living units
- New building construction regardless of size
- Liquor establishments
- Any improvement that involves the sale of used merchandise

APPLYING FOR AN OTC EXPRESS PLAN REVIEW

- A. Check in at the information counter to be entered in the system and receive your Plan Check number.**
- B. You will be directed to pull a number and wait to be called by a Permit Technician.**
- C. The Permit Technician will determine if the project is acceptable as an OTC Express.**
- D. If acceptable, you will be instructed to walk the application through Planning and Land Development for approval then return to the Permit Technician to begin the process.**
- E. Upon obtaining all necessary department approvals, the Permit Technician will price out the project and refer you to the cashier for the permit.**

